



STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
Andrew Johnson Tower, 6th Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0376

MEMORANDUM

TO: <<Principal>>, Principal, <<School Name>>
FROM: Jerry Bates, Director, Applied School Technology
DATE: October 7, 2003
SUBJECT: **E-TOTE Username and Password for <<School Name>>**
<<Mailing Address line 1>>
<<Mailing Address line 2>>
<City>>, Tennessee <<ZIP>>

USER NAME: <<Username>>

PASSWORD: <<PASSWORD>>

All Tennessee public schools completed the first annual E-TOTE survey last year. Thank you for your cooperation!

This letter provides you with the unique username and password which you will need to complete the on-line E-TOTE survey for your school this year.

E-TOTE data collection for the 2003-04 school year is scheduled to begin October 15, 2003, and must be completed by January 15, 2004. Late-breaking announcements will always be posted on www.state.tn.us/education/accetotoe.htm

Remember that the E-TOTE survey site contains a link that lets you print out a complete copy of the survey. This may help as you gather the information for this year.

For E-TOTE data entry:

1. Go to the E-TOTE survey site at <http://tn.ontargetus.com/>
2. Type in your school's User Name <<username>> and Password <<Password>> (also shown above)
3. Follow the instructions from the on-line Inventory at the web site.
4. **If you have any technical problems accessing the site, please call 1-800-624-4205 or email ontargetsupport@aws.com**
5. When your answers are complete, be sure to complete the **Final Submission** process.
6. We recommend you print out a copy of your survey after you have submitted.

A link to the state and district reports from last year's E-TOTE survey is at the state's E-TOTE web page:
www.state.tn.us/education/acctetote.htm

We do recognize that the E-TOTE survey uses self-reported data. We encourage you to neither under- nor over-report the situation at your school. The survey is intended to be filled out by the school person or persons who can best provide current, accurate, and complete data for all of the sections. This may be a school-based person designated by you, such as a library media specialist or building level technology coordinator. Last year, many of you delegated the data collection responsibility, but retained the final "say-so" in what was finally submitted. We believe this is a viable tactic, but we do recommend that you personally review the responses before the actual "Submit" button is clicked!

From your experience in completing last year's E-TOTE survey, you know that responses to some of the items depend on information you can best collect from your teachers. We encourage you to survey the faculty where appropriate.

To make the job of counting computers easier, we will pre-fill this year's survey with the counts from last year's responses. To retrieve your responses from last year's E-TOTE survey, use the Printable Survey Option from your E-TOTE screen after you log in.

If your school or district has developed in-house surveys and guide sheets in support of the E-TOTE system, we invite you to share them with us. We will be happy to review them and then post them for others to borrow. Send them by e-mail to Jerry.Bates@state.tn.us. The shared support documents will be available for download at www.state.tn.us/education/acctetote.htm

Please note that every district receiving federal funds under Title II Part D of NCLB is required to have all of its schools complete the E-TOTE survey. Your central office has an Admin Tool available to monitor progress toward that goal.

Thank you, in advance, for the help you are providing to develop a longitudinal profile of technology in Tennessee Schools. As you plan for building level school improvement or consider applying for grants, we invite you to compare your school to your district averages and to compare your district to other districts for valuable information that support your initiatives.



Tennessee's E-TOTE Web site	www.state.tn.us/education/acctetote.htm
E-TOTE data collection site	http://tn.ontargetus.com
E-TOTE tech support	1-800-624-4205 or ontargetsupport@aws.com



Questions: If you have questions, feel free to contact me: Jerry Bates (615.532.6287) or
Jerry.Bates@state.tn.us